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OFFICE OF HUMAN RESOURCES

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SAMUEL L. WILKINS  
DIRECTOR

**MEMORANDUM**

TO: Agency Head and Human Resources Directors of All Agencies, Departments, Institutions, Boards, and Commissions

FROM: Samuel L. Wilkins, Director  
Office of Human Resources

DATE: July 1, 2004

SUBJECT: Updated OHR Model Policies

The Office of Human Resources has updated our model policies, effective July 1, 2004. Attached are official copies of the Reduction in Force, Progressive Discipline, Grievance Procedure (with and without Voluntary Mediation), EPMS, and Overtime model policies. Draft versions of these policies were forwarded to you on May 25, 2004. If you have any questions regarding the OHR policies, please call your Human Resources Consultant at 737-0900.

Attachments